MULTI-PURPOSE LOAN (MPL) APPLICATION FORM

HQP-SLF-065
(V05, 02/2021)

(To be filled out by applicant. Print this form back to back on one single sheet of paper)
Type or Print Entries

Pag-IBIG MID NO./RTN	APPLICATION NO.
121143195170	

LAST NAME	FIRST NAME	NAME EXTENSION (Jr., I, II)	MIDDLE NAME	MAIDEN MIDDLE NAME (for married women)	NO MIDDLE NAME (check if applicable only)
Reyes,	Mary Grace				☐

DATE OF BIRTH	PLACE OF BIRTH
June 11, 1988	Taguig city

MOTHER'S MAIDEN NAME	NATIONALITY	SEX	MARITAL STATUS	CITIZENSHIP	EMAIL ADDRESS
Josephine Mabilangan	Filipino	☐ Male ☐ Female	☑ Single ☐ Married ☐ Widow/er ☐ Legally Separated ☐ Annulled	Filipino	mgreyes0611@gmail.com

PRESENT HOME ADDRESS (Unit/Room No., Floor, Building Name, Lot No., Block No., Phase No., House No., Street Name)	CELL PHONE NUMBER (Required)	HOME TELEPHONE NUMBER
Block 2 Lot 8 Bukluran 3	09564883439	0462381281

Subdivision	Barangay	Municipality/City	Province/State/Country (if abroad)	ZIP Code	APPLICANT'S TAXPAYER IDENTIFICATION NUMBER (TIN)	SSS/GSIS NO.
	Bulihan	Silang	Cavite	4118	000711216058	3414328838

PERMANENT HOME ADDRESS (Unit/Room No., Floor, Building Name, Lot No., Block No., Phase No., House No., Street Name)	BUSINESS TELEPHONE NUMBER	NATURE OF WORK
Block 28 Lot 24 Botany street		BPO

Subdivision	Barangay	Municipality/City	Province/State/Country (if abroad)	ZIP Code	EMPLOYEE ID NUMBER (EX. 123456)	DESIRED LOAN AMOUNT
	Inocencio Salud	General Mariano Alvarez	Cavite	4117	642083	MAXIMUM AMOUNT

EMPLOYER/BUSINESS NAME	DATE OF EMPLOYMENT
CAPITAL ONE PHILS. SUPPORT SERVICES CORP.	

EMPLOYER/BUSINESS ADDRESS (Unit/Room No., Floor, Building Name, Lot No., Block No., Phase No., House No., Street Name)
5150 NORTH BRIDGEWAY COR., NORTHGATE CYBERZONE,

Subdivision	Barangay	Municipality/City	Province/State/Country (if abroad)	ZIP Code
		FILINVEST CORPORATE CITY, ALABANG, MUNTINLUPA		1781

LOAN PURPOSE
Non-Housing Related
☐ Livelihood/additional capital in small business ☐ Vacation/travel
☐ Tuition/Educational Expenses ☐ Special events
☐ Payment of utility/credit card bills ☐ Car repair
☐ Purchase of appliance & furniture/electronic gadgets ☐ Health & wellness
Housing Related
☐ Minor home improvement/home renovation/ upgrades ☐ Others, specify _____

PREVIOUS EMPLOYMENT DETAILS FROM DATE OF Pag-IBIG MEMBERSHIP *(Use another sheet if necessary)*

EMPLOYER/BUSINESS NAME	EMPLOYER/BUSINESS ADDRESS	FROM (mm/yy)	TO (mm/yy)
Genpact LLC	Northgate Cyberzone Alabang, Muntinlupa	12/2017	07/2019
Igor Phil.	Robinsons Mall, Dasmariñas, Cavite	04/2017	12/2017
Alorica	Northgate Cyberzone Alabang, Muntinlupa	10/2015	03/2017

In the event of the approval of my application for Multi-Purpose Loan, I hereby authorize Pag-IBIG Fund to credit my loan proceeds through my Payroll Account/Disbursement Card that I have indicated on the right portion.

SIGNATURE OF APPLICANT

PAYROLL ACCOUNT/DISBURSEMENT CARD

NAME OF BANK/BRANCH

APPLICATION AGREEMENT

In consideration of the loan that may be granted by virtue of this application subject to the pertinent provisions of the Implementing Rules and Regulations of Pag-IBIG Fund, I hereby waive my rights under R.A. No. 1405 **(Secrecy of Bank Deposits Act)** and authorize Pag-IBIG Fund to verify/validate my payroll account/disbursement card. Furthermore, I hereby authorize my present employer, CAPITAL ONE PHILS. SUPPORT SERVICES CORP. or any employer with whom I may get employed in the future, to deduct the membership savings (MS) and monthly amortization due from my salary and remit the same to Pag-IBIG Fund. If the resulting monthly net take home pay after deducting the computed monthly amortization on MPL falls below the monthly net take home pay as required under the GAA/company policy, I authorize Pag-IBIG Fund to compute for a lower loanable amount.

I understand that should I fail to pay the monthly amortization due, I shall be charged with a penalty of 1/20 of 1% of any unpaid amount for every day of delay.

If for any reason excess loan proceeds are erroneously credited to my payroll account/disbursement card, I hereby authorize Pag-IBIG Fund to debit/deduct the excess amount from my account without need of further notice of demand. Should my account balance be insufficient, the Fund has the right to demand for the excess amount to be refunded.

I authorize Pag-IBIG Fund to disclose, submit, share or exchange any of my account information to legal and government regulating agencies, other banks, partner-merchants or third party in accordance with R.A. No. 9510 (Credit Information System Act), R.A. No. 10173 (Data Privacy Act of 2012), and other related or pertinent laws and regulations, as described in Pag-IBIG Fund's Freedom of Information (FOI) Manual**.** The credit information may also be transferred to service providers (e.g., Credit Information Corporation, Bankers Association of the Philippines - Credit Bureau), likewise in accordance with laws and regulations.

Furthermore, I have read, understood and agree to be bound by the terms and conditions governing the eDisbursement Facility/Program and Pag-IBIG Fund's partner-banks' internal guidelines.

I certify that the information given and any or all statements made herein are true and correct to the best of my knowledge and belief. I hereby certify under pain of perjury that my signature appearing herein is genuine and authentic.

MARY GRACE M. REYES
Signature of Applicant Over Printed Name

This office agrees to collect the corresponding monthly amortization on this loan and the MS of herein applicant through salary deduction, together with the employer counterpart, and remit said amounts to Pag-IBIG Fund on or before the 15th day of each month, for the duration that the loan remains outstanding. However, should we deduct the monthly amortization due from the applicant's salary but failed to remit it on due date, this office agrees to pay the corresponding penalty charged to applicant equivalent to 1/20 of 1% of any unpaid amount for every day of delay and penalty for non-remittance equivalent to 1/10 of 1% per day of delay of the amount payable from the date the loan amortization or payments fall due until paid.

SARAH ROSE M. MONDEJAR-BALBA
HEAD OF OFFICE OR AUTHORIZED SIGNATORY
(Signature Over Printed Name)

HR Coordinator
DESIGNATION

2042-1367-0003		
Pag-IBIG EMPLOYER ID NO.	AGENCY CODE	BRANCH CODE

PROMISSORY NOTE

For value received, I promise to pay on due date without need of demand to the order of Pag-IBIG Fund with principal office at Petron MegaPlaza, 358, Sen. Gil Puyat Avenue., City of Makati the sum of Pesos:

(P_____) Philippine Currency, with an interest at the rate of 10.5% per annum (equivalent rate of 17.50% based on diminishing principal balance), with interest during the grace period and shall be amortized equally over the term of the loan.

I hereby waive notice of demand for payment and agree that any legal action, which may arise in relation to this note, may be instituted in the proper court of Makati City.

Finally, this note shall likewise be subject to the following terms and conditions:

1. I shall pay the amount of Pesos: _____ (P_____) through salary deduction, whenever feasible, over a maximum period of 24 months, with a grace period of 2 months. In case of suspension from work, leave of absence without pay, insufficiency of take home pay at any time during the term of the loan, payments should be made directly to the Fund or its accredited collecting agents.
2. Payments are due on or before the 15th day of the month starting on _____ and 23 succeeding months thereafter.
3. Payments shall be applied according to the following order of priorities: Penalties, Interest and Principal.
4. A penalty of 1/20 of 1% of any unpaid amount shall be charged to me for every day of delay.
5. I shall be considered in default in any of the following cases:
   a. Any willful misrepresentation in any of the documents executed in relation hereto;
   b. Failure to pay any three (3) consecutive monthly amortizations;
   c. Failure to pay any three (3) consecutive membership savings;
   d. Violation of any of the membership/STL/housing loan policies, rules, regulations, and guidelines of the Pag-IBIG Fund.
6. In the event of default, the outstanding loan obligation shall become due and shall be deducted from the **Total Accumulated Value** (TAV) after exerting all collection efforts. However, immediate offsetting of my outstanding loan obligation may be effected immediately upon approval of my request, provided such request is based on the following justifiable reasons and upon validation by the Fund: Borrower's unemployment; illness of the member-borrower or any of his immediate family members as certified by a licensed physician that, by reason thereof, resulted in his failure to pay the required amortization when due; or death of any of his immediate family members that, by reason thereof, resulted in his failure to pay the required amortization when due.
7. In the event of membership termination prior to loan maturity, any outstanding loan obligation, shall be deducted from my TAV and/or any amount due me or my beneficiaries in the possession of the Fund. In case of my death, the outstanding obligation shall be computed up to the date of death. Any payment received after date of death shall be refunded to my beneficiaries.
8. In case of falsification, misrepresentation or any similar acts committed by me, Pag-IBIG Fund shall automatically suspend my loan privileges indefinitely. I shall abide with all the applicable rules and regulations governing this lending program that Pag-IBIG Fund may promulgate from time to time.

Signed in the presence of:

EZEKIEL ORUBIA
Witness
(Signature Over Printed Name)

RONALDO REYES
Witness
(Signature Over Printed Name)

MARY GRACE M. REYES
Signature of Applicant Over Printed Name

AUTHORITY TO DEDUCT (Optional)

In case of retirement/separation from employment, I hereby authorize my employer to deduct any outstanding MPL balance from my retirement or separation benefits to fully settle my loan obligation. In the event that my retirement/separation **benefits are** not sufficient to settle the outstanding balance of my MPL or my employer fails for whatever reason, to deduct the same from said retirement/separation benefits, I hereby authorize Pag-IBIG Fund to apply whatever benefits are due me from the Fund to settle the said obligation.

SIGNATURE OF APPLICANT

THIS PORTION IS FOR Pag-IBIG FUND USE ONLY

RECEIVED BY:	**APPROVED/DISAPPROVED BY:**
(SIGNATURE OVER PRINTED NAME) ***(POSITION/DESIGNATION)*** ***DATE***	***(SIGNATURE OVER PRINTED NAME)*** ***(POSITION/DESIGNATION)*** ***DATE***

THIS FORM CAN BE REPRODUCED. NOT FOR SALE

CERTIFICATE OF NET PAY

Reyes, Mary Grace

NAME OF BORROWER

***For the month of*:** December 2020

Basic Salary _____

Add: Allowances

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Gross Monthly Income _____

Less: Deductions

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Deductions _____

Net Monthly Income 12,259.19

Issued this 24th day of Feb., 20 21.

I certify under pain of perjury that the above-mentioned information is true and correct.

SARAH ROSE M. MONDEJAR-BALBA

HEAD OF OFFICE/AUTHORIZED SIGNATORY

(Signature Over Printed Name)

GUIDELINES AND INSTRUCTIONS

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A. Who May File

Any Pag-IBIG Fund member who satisfies the following requirements:

1. Has made at least 24 monthly membership savings (MS);
   - A member who has withdrawn his MS due to membership maturity or who has optionally withdrawn his MS, cannot obtain an MPL unless and until after he has subsequently paid 24 MS following the month of the said withdrawal.
   - A member, who does not meet the required 24 MS, may nevertheless, be allowed to avail of an MPL if his total savings is at least equivalent to 24 MS at the rate applicable to him.
2. Has made at least one (1) MS within the last six (6) months prior to the date of loan application;
3. If with existing Pag-IBIG housing loan, the account must not be in default as of the date of application;
4. If with existing MPL and/or Calamity Loan, the account/s must not be in default as of date of application; and
5. Has sufficient proof of income.

B. How to File

The applicant shall:

1. Secure the Multi-Purpose Loan Application Form (MPLAF) from any Pag-IBIG Fund branch or download from Pag-IBIG website at www.pagibigfund.gov.ph.
2. Accomplish 1 copy of the application form.
3. For releasing of loan proceeds through Payroll Account/Disbursement Card, attach photocopy of payroll account/disbursement card/deposit slip (for newly-opened account).
4. Submit accomplished application, together with the required documents to any Pag-IBIG Fund Branch. Processing of loans shall commence only upon submission of complete documents.

C. Loan Features

1. Loan Amount

A qualified Pag-IBIG member shall be allowed to borrow an amount based on the lowest of the following:

1.1 Desired Loan Amount

1.2 Loan Entitlement

The loan entitlement shall be equivalent to eighty percent (80%) of TAV. However, If the borrower has an existing calamity loan, the loanable amount shall be the difference between the 80% of the borrower's TAV and the outstanding balance of his calamity loan.

1.3 Capacity to Pay

The loanable amount shall be limited to an amount which will not render the borrower's Net Take Home Pay (NTHP) to fall below the minimum requirement as prescribed by the General Appropriation Act (GAA) or company policy, whichever is applicable.

2. Interest Rate

The loan shall be charged with an interest of 10.5% p.a. (equivalent rate of 17.50% based on diminishing principal balance) with interest during the grace period and shall be amortized equally over the term of the loan.

3. Loan Term

The loan shall be repaid over a maximum period of twenty-four (24) months, with a grace period of two (2) months.

4. Loan Release

The loan proceeds shall be released through any of the following modes:

a) Crediting to the borrower's disbursement card;
b) Crediting to the borrower's bank account through LANDBANK's Payroll Credit Systems Validation (PACSVAL);
c) Check payable to the borrower. However, when the check remains unclaimed for a period of thirty (30) calendar days from the DV/Check date, the loan shall be cancelled.
d) Other acceptable modes of disbursement.

5. Loan Payments

5.1 The loan shall be paid in equal monthly payments in such amounts as may fully cover the principal and interest over the loan period. Said amortization shall be made, whenever feasible, through salary deduction.

5.2 For self-employed individuals, Overseas Filipino Workers (OFWs), or other types of individual payors, monthly payments shall be paid over-the-counter or any other modes of payment approved by the Fund.

5.3 Payments shall be remitted to the Fund on or before the fifteenth (15th) day of each month, starting on the third (3rd) month following the date on the DV/check or manual disbursement voucher.

5.4 If the due date falls on a non-working day, the monthly amortization shall be paid on the first working day after the due date.

5.5 The borrower may fully pay the outstanding balance of the loan prior to loan maturity.

5.6 The borrower shall pay directly to the Fund in case the borrower is unable to pay through salary deduction for any of the following circumstances:

a. Suspension from work
b. Leave of absence without pay
c. Insufficiency of take home pay at any time during the term of the loan; or
d. Other circumstances analogous to the foregoing.

5.7 Payment shall be applied according to the following order of priorities:

a. Penalties; if any
b. Interest; and
c. Principal

5.8 Any amount in excess of the required monthly amortization shall be applied to succeeding amortizations which will be posted on the next due date.

6. Penalties

A penalty of 1/20 of 1% of any unpaid amount shall be charged to the borrower for every day of delay. For borrowers paying through salary deduction, penalties shall only be reversed only upon presentation of proof that non-payment was due to the fault of the employer. In such case, penalties due from the borrower shall be charged to the employer. Non-remittance of the total loan amortization shall likewise subject the employer with a penalty of 1/10 of 1% per day of delay of the amounts payable from the date the loan amortization or payments fall due until paid.

7. Default

The borrower shall be in default in any of the following cases:

a. Any willful misrepresentation made by the borrower in any of the documents executed in relation hereto.
b. Failure of the borrower to pay any three (3) consecutive monthly amortizations.
c. Failure of the borrower to pay any three (3) consecutive MS; or
d. Violation by the borrower of any of the membership/STL/housing loan policies, rules, regulations and guidelines of Pag-IBIG Fund.

8. Effects of Default

In the event of default, the outstanding loan obligation shall become due and demandable. The outstanding loan obligation shall be deducted from the TAV after exerting all collection efforts.

D. Other Provisions

1. The MPL and/or Calamity Loan programs shall be treated as separate and distinct from each other. Hence, the member shall be allowed to avail of an MPL while he still has an outstanding calamity loan, and vice versa. Application for loans on these two programs shall be governed by their corresponding guidelines**.** The outstanding loan balance of the calamity loan shall not be deducted from the proceeds of the MPL.
2. In no case shall the aggregate STL exceed eighty percent (80%) of the borrower's TAV.
3. A borrower may renew his MPL after payment of equivalent to six (6) monthly amortizations; not earlier than the sixth (6th) monthly amortization due date; and provided that he meets the eligibility requirement. The proceeds of the new loan shall be applied to the borrower's outstanding MPL obligation and the net proceeds shall then be released to him. In case of full payment prior to loan maturity, a borrower shall be allowed to apply for a new loan anytime thereafter.
4. In the event of membership termination prior to loan maturity, the outstanding balance shall be deducted from the borrower's TAV and/or any amount due him or his beneficiaries in the possession of the Fund. In case of borrower's death, the outstanding balance shall be computed up to the date of death. Any payments received after death shall be refunded to the borrower's beneficiaries.
5. Offsetting of the borrower's outstanding MPL balance against his TAV shall be effected immediately upon approval of the borrower's request; provided, such request is based on any of the following justifiable reasons and has been verified by the Fund: Borrower's unemployment; Illness of the borrower or any of his immediate family members as certified by a licensed physician that, by reason thereof, resulted in his failure to pay the required amortizations when due; **or** death of any of his immediate family members that, by reason thereof, resulted in his failure to pay the required amortizations when due.
6. If TAV offsetting has been effected on the borrower's defaulting MPL, he may apply for a new MPL provided he has paid at least (6) monthly amortizations prior to default and its consequent offsetting against the borrower's TAV. However, if he has paid less than 6 monthly amortizations prior to default, he may apply for a new loan only after two (2) years from the date of TAV offsetting.